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FEBRUARY 26, 1939 NUMBER 340

THE UNIVERSITY OF NORTH CAROLINA RECORD

THE ONE HUNDRED AND FORTY-FIFTH SESSION

CATALOGUE OF THE SCHOOL OF LIBRARY SCIENCE 1938-1939

ANNOUNCEMENTS
Summer Session 1939

Regular Session 1939-1940

THE UNIVERSITY OF NORTH CAROLINA PRESS
ISSUED 12 TIMES A YEAR AS FOLLOWS: 4 NUMBERS IN FEBRUARY, 3 NUMBERS IN MARCH, 3 NUMBERS IN APRIL, 1 NUMBER EACH IN JUNE AND OCTOBER. ENTERED AS SECOND-CLASS MATTER AT THE POSTOFFICE AT CHAPEL HILL, N. C. UNDER THE ACT OF AUGUST 24, 1912

CATALOGUE OF EVENTS

SUMMER SESSION 1939

First Term

June 8	*Thursday.* Registration Day. (Extra fee for late registration after today.)
June 9	*Friday.* Classwork begins at 8:00 a.m. (Those registering on this day or on the 10th pay an extra fee of $2.50 for late registration.)
June 10	*Saturday.* Extra fee of $2.50 for late registration.
June 12	*Monday.* Those registering on this day or on the 13th pay an extra fee of $5.00 for late registration.
June 13	*Tuesday.* Extra fee of $5.00 for late registration. Except by executive permission registration for credit will not be permitted after 5:00 p.m. on this day.
July 17-18	*Monday and Tuesday.* Examinations.

Second Term

July 19	*Wednesday.* Registration of new students. (Extra fee for late registration after today.)
July 20	*Thursday.* Classwork begins at 8:00 a.m. (Those registering on this day or on the 21st pay an extra fee of $2.50 for late registration.)
July 21	*Friday.* Extra fee of $2.50 for late registration.
July 22	*Saturday.* Those registering on this day or on the 24th pay an extra fee of $5.00 for late registration.
July 24	*Monday.* Extra fee of $5.00 for late registration. Except by executive permission registration for credit will not be permitted after 5:00 p.m. on this day.
July 29	*Saturday.* Regular classes in all departments.
August 12	*Saturday.* Regular classes in all departments.
August 19	*Saturday.* Regular classes in all departments.
August 24	*Thursday.* Class instruction ends at 6:00 p.m.
August 25-26	*Friday and Saturday.* Examinations.

CATALOGUE OF EVENTS

REGULAR SESSION 1939-1940

1939

September 11-14	*Monday through Thursday.* Freshman Week and Registration.
September 11	*Monday.* Entrance Examinations.
September 11-12	*Monday and Tuesday.* Examinations to remove condition grades.
September 13	*Wednesday.* Registration of Freshmen and Transferring Students for the fall quarter.
September 14	*Thursday.* Registration for Library School Students in the Library School Office for the fall quarter.
September 15	*Friday.* Class work for the fall quarter begins.
October 12	*Thursday.* University Day.
November 29	*Wednesday.* Thanksgiving Recess begins (1:00 p.m.).
December 4	*Monday.* Thanksgiving Recess ends (8:30 a.m.).
December 7-16	*Thursday to 1 p.m. Saturday of following week.* Registration for winter quarter.
December 12-16	*Tuesday through Saturday (1:00 p.m.)* Examinations for the fall quarter.
December 16 (afternoon)	Christmas Recess.
January 1, 1940	

1940

January 2	*Tuesday.* Registration of new students.
January 3	*Wednesday.* Class work for the winter quarter begins.
March 8-16	*Friday to 1:00 p.m. Saturday of following week.* Registration for the spring quarter.
March 12-16	*Tuesday through Saturday (1:00 p.m.).* Examinations for the winter quarter.
March 17-24	*Sunday through Sunday.* Spring Recess.
March 25	*Monday.* Registration of new students.
March 26	*Tuesday.* Class work for the spring quarter begins.
June 3-7	*Monday through Friday.* Examinations for the spring quarter.
June 9-11	*Sunday through Tuesday.* Commencement Exercises.

THE SCHOOL OF LIBRARY SCIENCE

FRANK PORTER GRAHAM, M.A., LL.D., D.C.L., D.Litt., *President*
ROBERT BURTON HOUSE, A.M., *Dean of Administration*
CARL MILTON WHITE, PH.D., Chairman, *Administrative Board, Division of Library and Library School*
SUSAN GREY AKERS, PH.D., *Director*

*THE ADMINISTRATIVE BOARD DIVISION OF LIBRARY AND LIBRARY SCHOOL

CARL MILTON WHITE, PH.D., *Professor of Library Science, Chairman*
SUSAN GREY AKERS, PH.D., *Professor of Library Science*
RICHMOND PUGH BOND, PH.D., *Associate Professor of English*
GUSTAVE ADOLPHUS HARRER, PH.D., *Kenan Professor of Latin*
**STURGIS ELLENO LEAVITT, PH.D., *Professor of Spanish*
WILLIAM DEBERNIERE MACNIDER, M.D., Sc.D., LL.D., *Kenan Research Professor of Pharmacology*
ALBERT RAY NEWSOME, PH.D., *Professor of History*
ARTHUR EDWARD RUARK, PH.D., *Professor of Physics*
MAURICE TAYLOR VANHECKE, PH.B., J.D., *Professor of Law*
JOHN BROOKS WOOSLEY, PH.D., *Professor of Economics*

FACULTY

SUSAN GREY AKERS.....*Director of the School and Professor of Library Science*

A.B. 1909, University of Kentucky; Certificate, 1913, Library School, University of Wisconsin; Ph.D., 1932, Graduate Library School, University of Chicago; Librarian, Department of Hygiene, Wellesley College, 1913-1920; Cataloger, University of North Dakota, 1920-1922; Instructor, 1922-1926, Assistant Professor, 1926-1928, Library School, University of Wisconsin; Instructor in Library Science, Louisiana State University, Summer Sessions, 1928, 1929; Instructor in Cataloging, University College, University of Chicago, 1929-1930; Associate Professor, 1931-1932, Acting Director and Professor, 1932-1935, Director and Professor, 1935—, School of Library Science, The University of North Carolina.

***NORA BEUST.....*Associate Professor of Library Science*

Certificate, 1913, Library School, University of Wisconsin; Certificate, 1914, Children's Library Training Course, Cleveland Public Library; A.B. 1922, University of Wisconsin; Certificate, 1927, Institute for Instructors in Library Science, University of Chicago; A.M. 1930, The University of North Carolina; Reference Librarian, Teachers College, LaCrosse, Wisconsin, 1914-1916; First Assistant and Children's Librarian, 1916-1920, 1922-1927, Public Library, LaCrosse, Wisconsin; Instructor, Library School, University of Wisconsin, 1919-1920; Librarian, Education Library, The University of North Carolina, 1927-1931; Assistant Professor, 1931-1935, Associate Professor, 1935—, School of Library Science, The University of North Carolina.

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* The Dean of Administration, the Registrar, and the Dean of Students are ex-officio members of each Administrative Board.
** Absent on leave, winter quarter, 1939.
*** Absent on leave, January 1, 1938-June 30, 1939.

LUCILE KELLING.....*Assistant Professor of Library Science*

A.B. 1917, Whitman College; B.L.S. 1921, New York State Library School; Librarian, Carnegie Public Library, Centralia, Washington, 1918-1920; Assistant, Newark, New Jersey, Public Library, 1921-1926; Acting Reference Librarian, Mills College, 1926; Instructor, Library School, Los Angeles, California, Public Library, 1926-1931; Lecturer, School of Public Administration, University of Southern California, 1929-1931; Instructor, School of Library Service, Columbia University, Summer Session, 1930; Acting Librarian, Hoyt Library, Kingston, Pennsylvania, 1932; Assistant, Teachers College Library, Albany, New York, Summer Session, 1932, 1934; Assistant Professor, 1932—, School of Library Science, The University of North Carolina.

CARL MILTON WHITE.....*Librarian and Professor of Library Science*

A.B. 1925, Oklahoma Baptist University; M.A. 1928, Mercer University; Ph.D. 1933, Cornell University; B.S. 1934, School of Library Service, Columbia University; Principal, Academy, Bacone College, 1924-1925; Acting President, Bacone College, 1925-1926; Instructor, Burleson College, 1928-1929; Librarian and Assistant Professor, 1934-1935, Librarian and Professor, Fisk University, 1935-1938; Assistant Professor, University of Michigan, Summer 1938; Librarian and Professor of Library Science, 1938—, The University of North Carolina.

*ALICE LOUISE LEFEVRE....*Visiting Instructor in Library Science*

A.B. 1920, Wellesley College; Certificate 1923, Library School, New York Public Library; M.S. 1933, School of Library Service, Columbia University; Assistant, Children's Room and Adult department, Hackley Public Library, Muskegon, Michigan, 1921-1922; Librarian, Bunker Junior High School, Muskegon, Michigan, 1923-1925; Assistant, Board of Education for Librarianship, American Library Association, Chicago, 1925-1926; Librarian, West Commerce, Longwood and John Hay High Schools, Cleveland, Ohio, 1926-1930; Instructor, Department of Librarianship, New York State College for Teachers, Albany, 1933-1934; Instructor, School of Library Science, Louisiana State University, Summer 1934 and 1934-1935; Supervisor of Work with Young Adults and Readers' Adviser, New Rochelle Public Library, New Rochelle, New York, 1935-1938; Visiting instructor in Library Science, School of Library Science, University of North Carolina, 1938-1939.

LAURA REED.....*Reviser-Secretary*

B.A. 1937, The Woman's College of the University of North Carolina; B.A. in L.S. 1938, The University of North Carolina.

* Regular Session, 1938-1939.

VISITING INSTRUCTORS FOR THE SUMMER SESSION

MURIEL S. JORDAN

Certificate, Carnegie Library School, Carnegie Institute of Technology, Pittsburgh; Children's Librarian, Public Library, Durham, North Carolina.

MARGARET B. MARTIN

A.B., Whitman College; Certificate, Library School, University of Washington; New York Public Library, Library School; Assistant Director and Associate Professor, Library School, Hampton Institute.

EMILY BIDDLE MEIGS

Certificate, Carnegie Library School, Carnegie Institute of Technology, Pittsburgh; Assistant Professor, Library School, Hampton Institute.

EDITH NICHOLS SNOW

A.B., Boston University; B.L.S., New York State Library School; Associate Professor, Carnegie Library School, Carnegie Institute of Technology, Pittsburgh.

THE SCHOOL OF LIBRARY SCIENCE

The University of North Carolina, a member of the Association of American Universities, is located at Chapel Hill. Leave the train at Durham (twelve miles distant), Raleigh (thirty miles distant), or Greensboro (fifty miles distant) and take a bus.

The School of Library Science opened September, 1931. It is in the Division of Library and Library School of the University of North Carolina. Established by a grant from the Carnegie Corporation, the School is the culmination of a series of courses in library science offered in the summer and regular terms since 1904. The growing interest in city and county public libraries, and the adoption of minimal standards for college and secondary school libraries by the Southern Association of Colleges and Secondary Schools and state departments of education have made necessary better trained library workers in this part of the country. The school is accredited by the American Library Association and the Southern Association.

PURPOSE OF THE SCHOOL

The curricula of the school offer a basic course preparing the student for general library work. Three curricula are offered, permitting the student to specialize in preparation for work in one of three fields: (1) elementary and high school libraries, (2) city and county public libraries, or (3) college and university libraries.

LIBRARY FACILITIES

Quarters for the school, comprising laboratory and classrooms for the students and offices for the faculty, are in the University Library. The library contains more than 360,000 volumes, including well over 60,000 bound periodicals and transactions of learned societies, and suitable bibliographical equipment for library training. It is a depository for United States government documents and for state documents for the Southern States. It is a regional depository for catalog cards of the Library of Congress. It has a complete file of the John Crerar Library catalog cards and partial files of the Harvard College Library and the University of Chicago Library catalog cards. A union catalog for North Carolina libraries is being developed. The main building houses the special library of the School of Commerce, the collected material in rural social-economics, and a special collection of North Caroliniana. Under the administration of the librarian, there are in other buildings the special libraries devoted

to geology, law, pharmacy, chemistry, botany, music, physics and mathematics, zoology, and medicine. The library has in the Hanes and Hunter collections about 500 incunabula, 1,400 early and finely printed books, and 1,000 manuscripts.

The town school system maintains a high school library and a combined elementary and public children's library available for observation. Within driving distance of from thirty minutes to two hours are the city library system and the libraries of Duke University and its Woman's College at Durham, the State Library and the Library Commission headquarters at Raleigh, the public library and the libraries of The Woman's College of The University of North Carolina at Greensboro.

HEALTH AND RECREATION

All students are required to report to the University Physician for a physical examination immediately before, during, or immediately after the period of their first registration. Trustee regulations make it mandatory that matriculates satisfy the University Physician that they have been successfully vaccinated against smallpox.

The health of the student community is cared for by the maintenance of a properly appointed infirmary with a staff of well trained physicians and nurses. The new Woollen gymnasium, the Bowman Gray Memorial swimming pool, and five large athletic fields provide ample facilities for exercise and recreation, all under the supervision and direction of a well organized department of physical education.

REQUIREMENTS AND RECOMMENDATIONS FOR ADMISSION

Candidates for the Degree

The principal requirement for admission as a candidate for the degree in library science is a bachelor's degree from an accredited college or university, with the exception that students from any accredited college or university who can qualify as full seniors *in this institution* with no deficiencies whatsoever may be admitted to the curriculum for public librarians or school librarians. Applicants are expected to have received a grade of B or better in at least fifty per cent of their undergraduate work. An applicant's college degree may not be approved if his course included an undue proportion of vocational or professional subjects such as library science, education, home economics, or agriculture. For certain library positions thorough training in one of these or in some other field is essential but it should be in addition to rather than as part of his undergraduate preparation.

A reading knowledge of two modern foreign languages is essential to satisfactory library work.

Students must have reasonable ability in typewriting before admission to the school. A test in typewriting will be held early in the fall and summer quarters.

Those over thirty-five years of age are advised not to apply for admission to the school unless they have been continuously engaged in library work or some similar pursuit.

Because of the special nature of many phases of library work, it is recommended that before beginning the course applicants familiarize themselves with library routines and terms, either through practice in a near-by library or by reading.

Applicants must show evidence of ability to do library work and must have had a well-balanced selection of courses leading to the required bachelor's degree. The class will be chosen on a basis of individual promise of success.

It is recommended that applicants interview a member of the faculty of the school before admission.

Special Students

Mature persons who cannot qualify for admission to the regular curriculum but who could take certain courses with profit, may be admitted as special students, *if there is room for them.*

Special students are admitted only for the Summer Session.

APPLICATION FOR ADMISSION

Since the enrollment is limited and credentials must be submitted in advance, *application for admission should be made by April 1st for the Regular Session and by January 15th for the Summer Session.* Please state for which session you are applying and whether as a candidate for the degree or as a special student. Address *Dr. Susan Grey Akers, Director, The School of Library Science, The University of North Carolina, Chapel Hill, N. C.,* for this blank and for further information.

RECOMMENDED COURSES PREPARATORY TO LIBRARY WORK

It is recommended that intending students include in their curriculum toward a bachelor's degree the following minimum of work: French and German to the extent of two years' work of college grade in each; a well-rounded choice of courses in history, including general European history as well as English and American; survey courses in English and American literature; a laboratory science, preferably biology; and general introductory courses in economics, political science, sociology, and psychology; other language courses are useful, especially to those intending to be catalogers.

Those students who plan to do school library work should take as undergraduates such courses in education as will meet the

minimal requirements of the Southern Association and of the state departments of education for teachers' certificates.

Students who plan to enter the school for the fourth year of their undergraduate work are urged to write to the Director of the school as early as possible regarding their proposed program of study so that it may be planned with reference to the requirements for admission to the senior class of this institution and to the School of Library Science. These requirements may be stated in general as follows: two years of college work (above the usual entrance requirement of two units) in one foreign language, preferably French or German; one year of college mathematics (the applicant may take instead a year of college Latin or Greek above the elementary courses if French or German has been chosen as the regular foreign language); freshman and sophomore English; freshman social science; two years in laboratory science, at least one being in biology; sophomore social science for a year, three hours a week; and courses in English, history, natural sciences, *or* social sciences necessary to qualify as a teacher in one of those subjects or sufficient to serve as a minor.

TIME OF ENTRANCE

Applicants should plan their entrance into the school at the *beginning of the fall quarter or Summer Session.* Many courses have prerequisite work which cannot be taken unless the curriculum is begun at this time. Students who have begun their work in the Summer Session may be admitted at the beginning of either of the other quarters, *provided the maximal enrollment has not been reached.*

Registration for credit is limited to the first seven calendar days of a quarter, unless the late registration is approved by the instructor concerned, the Director, and the Special Faculty of the School of Library Science.

OBSERVATION TRIPS

During their third quarter students are conducted on a series of visits to libraries and binderies by a member of the faculty. The approximate cost of these trips is fifty dollars.

ELECTIVES FOR STUDENTS IN OTHER SCHOOLS

Courses 111, 121, 122, 123, 151 may be taken by students of advanced standing in the College of Arts and Sciences with the approval of the Director of the School of Library Science.

DEGREES

On the completion of a curriculum in the School of Library Science, the University will grant to students entering with senior standing the degree of Bachelor of Arts; to those entering

with a bachelor's degree, the degree of Bachelor of Arts in Library Science.

COURSE AND RESIDENCE REQUIREMENTS, AND ADVANCED STANDING

Nine courses must be completed satisfactorily in residence in the University of North Carolina for a degree in library science. Students who are admitted with advanced standing in library science must complete in the school or in another division of this institution an equivalent number of courses approved by the Director.

The residence requirement for a degree is three academic quarters. This requirement must be completed within five years.

PLACEMENT BUREAU

The School of Library Science does not undertake to find positions for its graduates. It does, however, maintain, in cooperation with the other University bureaus, a placement bureau which endeavors to bring together its graduates and those who wish to employ library workers. With the cooperation of its graduates, suitable records will be maintained to enable them to obtain through the school the best positions available.

REGULAR SESSION EXPENSES

By regulation of the Board of Trustees, a differential of one hundred dollars ($100, *i.e.*, $33.34 each quarter) a scholastic year is charged each student not a resident of North Carolina by definition of the Board.

*University Fees	Residents of N. C.
Tuition a quarter	$25.00
**Matriculation	20.00
Student publications	2.30
Laundry deposit (refund made of unused balance)	8.50
Student Union fee	1.00
Laboratory fee	1.50
Total for each quarter	$58.30
Other Expenses	
Trips to visit libraries	$50.00
Textbooks and supplies, about	15.00
Total for year	$65.00

* Notice is given that upon proper authorization any fees may be changed at any time.

** This fee includes the fee for physical education, the library fee, the fee for infirmary service, the fee for debates, the fee for registration costs, and membership fee in the Athletic Association.

Rooms

Room rent is paid to the *Cashier of the University.* Checks should be made payable to *The University of North Carolina.*

Applications for rooms in University buildings should be made to *Cashier, Business Office, The University of North Carolina, Chapel Hill, N. C.,* accompanied by an option deposit of $6.00.

WOMEN: The cost of room and board for women students may be found in the Handbook for Women Students or by correspondence with Mrs. M. H. Stacy, Adviser to Women. Women not living in their own homes are required to reside in a dormitory unless permission to live elsewhere is granted by the Adviser to Women. Women intending to enter the School of Library Science should communicate with the *Adviser to Women Students, The University of North Carolina, Chapel Hill, N. C.,* about rooms.

MEN: In dormitories—from $5.50 to $15.00 a month for each occupant.
In town—from $7.50 to $15.00 for a double room
from $15.00 to $25.00 for a single room

Board

Board in town ranges from $20.00 to $35.00 a month. The University Dining Hall Cafeteria serves meals at an approximate cost of $18.00 to $25.00 each month.

Board at Spencer Hall (women's dormitory) is $72.50 for the fall quarter, $57.50, the winter quarter, $63.00, the spring quarter.

SUMMER SESSION EXPENSES

For Each Term of Six Weeks

Registration fee	$12.00
Course fee ($2.75 a quarter hour credit, average course load 7½ quarter hours)	20.63
Laboratory fee	1.50
Laundry deposit (refund made of unused balance)	6.00
Total for each term	$40.13

Other Expenses

Books and supplies, approximately (This item is for both terms)	$15.00

Additional Expenses for Students Graduating, August, 1939

Trips to visit libraries	$50.00
Graduation fee	5.00
Total	$55.00

Rooms

The amount shown is the charge for each occupant for a term of six weeks, except that in Graham the charge is for the room for a term.

Women:			
Dormitories, single	$15.00	Double	$ 7.50
Spencer Hall, single	22.50	Double	15.00
New Woman's Bldg, single	30.00	Double	15.00
Men:			
Battle-Vance-Pettigrew, Lewis dormitories, single	$15.00	Double	$ 7.50
Graduate Men's Club single	22.50	Double	15.00
Married Couples:			
Graham Dormitory, each room			15.00

Board

At Spencer Hall, $35.00 for the first term, $32.50 for the second term. All residents of Spencer Hall are required to take meals in the dining room. At Graduate Men's Club the requirement will be announced later. The University Dining Hall Cafeteria serves meals at an approximate cost of $30.00 for each term.

University fees are payable at the beginning of each quarter or term at the Business Office.

The graduation fee is payable when application for degree is made.

SCHOLARSHIPS AND STUDENT LOAN FUNDS

The School of Library Science has available a few scholarships which cover the cost of tuition for the Regular Session only. The awards are made on the basis of college record, foreign language equipment, and personal qualifications for library work.

For information as to loan funds, address *The Student Loan Fund Section, The University of North Carolina, Chapel Hill, N. C.*

CURRICULA

Public Library Group.—The following courses are prescribed for those who wish to engage in city or county library work.

Fall	*Winter*	*Spring*
101 Cataloging	102 Cataloging	123 Book Selection
111 Reference	112 Reference	141 Administration
121 Book Selection	122 Book Selection	One elective
133 Introduction		

School Library Group.—The following courses are prescribed for those who wish to engage in elementary or high school library work.

Fall	*Winter*	*Spring*
101 Cataloging	102 Cataloging	123 Book Selection
111 Reference	112 Reference	141 Administration
121 Book Selection	122 Book Selection	143 School Library Organization and Administration (½ course)
133 Introduction		153 Library Work with Children and Young People (½ course)

College and University Library Group.—The following courses are prescribed for those who wish to work in college or university libraries.

Fall	*Winter*	*Spring*
101 Cataloging	102 Cataloging	141 Administration
111 Reference	112 Reference	151 History of Books and Libraries
121 Book Selection	124 Book Selection	
133 Introduction		One elective

Electives in Library Science:

103 Cataloging and Classification
113 Reference and Bibliography
122 Book Selection for High School Libraries
123 Book Selection for Children's Libraries
124 Book Selection for College Libraries
143 School Library Organization and Administration
151 History of Books and Libraries
153 Library Work with Children and Young People

Electives in other departments or schools.—Those who are admitted to advanced standing and who are relieved of prescribed courses and, in certain cases, students without advanced standing (in spring quarter only), may elect with the advice of the faculty of the school from the following:

Economics 170—(Statistics)
Education 160—(Curriculum Construction)
English 163—(Literary Criticism)
English 331—(Seminar: Bibliography and Methodology)
History 201—(Historiography)
Political Science 101—(Public Administration)
Sociology 209—(Regional Problems and Planning)

SUMMER SESSION

The courses listed above are offered during consecutive Summer Sessions. These courses are equivalent to those in the Regular Session and give credit and lead to the Library Science degree. It is possible to begin the work the first term of any Summer Session. Students are advised to come for both terms as this makes it possible to complete the work in three summers. It must be completed in all cases within five summers.

Teacher-Librarians.—To meet the requirements for the North Carolina Library Science Certificate for Teacher-Librarians students should take courses numbered: s122ab, s123ab, s143a described on page 20, and Education s96 described on page 21.

COURSES OF INSTRUCTION

Work is valued and credited by quarter hours, one such hour being allowed for each class-meeting a week for a quarter. In the following announcements of courses the numbers in parenthesis following the descriptive titles show the credits allowed in quarter hours. (One semester hour is equal to one and one-half quarter hours.)

REGULAR SESSION

Required Courses

101. CATALOGING AND CLASSIFICATION (5).

This course is planned to give students the theoretical side of cataloging and classification with reference to libraries of different types, sizes, and clienteles. Its objective is to study the problems involved in decisions regarding: (1) the kinds and forms of public and official catalogs; (2) classification systems, the division of subjects, and the classifying of printed material; (3) subject headings; (4) the arrangement of books on the shelves, and of cards in the catalog; (5) bibliographical detail, including, *e.g.*, forms of names and the use of Library of Congress printed cards and locally made catalog cards; (6) the catalog department's relation to the other departments of the library; (7) the organization and administration of the work of the department, including estimates on the cost of cataloging; and (8) the securing, organizing, and training of the staff of the department. The work will be carried on through lectures, class discussions, problems, reading, individual conferences. *Five hours a week, fall quarter.* Professor Akers.

102. CATALOGING AND CLASSIFICATION (5).

This is a continuation of course 101 and deals with the actual cataloging and classification of books for libraries of differing sizes, types, and clienteles. The objectives are (1) to teach the student to classify and assign subject headings, using the classification system and sources for subject headings best adapted to the needs of his chosen community; (2) to teach the student to make and maintain a catalog and other essential cataloging records for a given community; and (3) to teach the student (a) the distinction between professional and clerical duties, (b) the character traits needful for success, (c) the necessary attention to essential detail, and (d) methods of work, in order to facilitate his transition from the work of the classroom to that of the library. The school, public, and college students will meet as one class and will have their laboratory work together, but each student will work with reference to his chosen type of library. The work will be carried on through class discussion, case-method, problems, projects, laboratory work, individual conferences. *Five class and eight laboratory hours a week, winter quarter.* Professor Akers.

111-112. REFERENCE AND BIBLIOGRAPHY (10).

The aim of this course is to familiarize students with the principles of reference work and with the selection and use of basic bibliographical and reference books, public documents, periodicals, and periodical indexes. Lectures on the historical development of various classes of bibliographic materials and practical questions involving their use are followed by individual problems and conferences. Extensive practice is given in the selection of reference and bibliographic materials for libraries of various types. Mudge, *Guide to Reference Books*, c1936, is used as a text. *Five hours a week, fall and winter quarters.* Professor Kelling.

121. PRINCIPLES OF BOOK SELECTION (5).

The object of this course is to cultivate the ability to select the literature best adapted to the varying needs of the adult reader in different types of libraries through a study of the underlying principles and practices of approved methods. The work consists of reading, examining, and reviewing selected books from classes, such as literature, history, science, fiction, etc.; a critical study of the principal aids to book selection as tools for practical use in the library; the compiling of selected lists; practice in the writing of book notes; the checking of current book lists; discussion of American publishers; and study of editions. Lectures and discussion groups. *Five hours a week, fall quarter.* Professor Beust.

122. BOOK SELECTION FOR HIGH SCHOOL LIBRARIES (5).

A survey of adolescent literature and a study of the reading interests of the adolescent, particularly during the high school years. A critical study of standard and classic books for the adolescent, and of reference books for this age group. Criteria for selecting books for adolescents with various reading backgrounds. *Five hours a week, winter quarter.* Professor Beust.

123. BOOK SELECTION FOR CHILDREN'S LIBRARIES (5).

In general, the aim of the course is to acquaint the students with children's reading in order that they may understand the varying appeals that books make to children and thus learn to select books with consideration for the different age groups and differing backgrounds of children. The importance of literature made by children, children's literary tradition, classics, modern and traditional fairy tales, poetry, nursery rhymes, fables and beast tales, myths, epics and sagas, romances, ballads, subject-matter books, illustrated books, books for story-telling, and the history of children's literature are indicated. Practice in the writing of book notes, oral reports, discussions, and lectures. *Five hours a week, spring quarter.* Professor Beust.

124. BOOK SELECTION FOR COLLEGE LIBRARIES (5).

Continuation of course 121, with emphasis on the needs of the college library. *Five hours a week, winter quarter...* Professor Beust.

133. INTRODUCTION TO LIBRARY WORK.

A series of informal lectures given throughout the year will attempt to present the profession of library work to the beginner. During the year demonstrations of library methods and systems through inspection tours, lectures, and exhibits will be offered. This course, for which no credit is given, is required of all students except those admitted to advanced standing who are especially excused. *Throughout the year.* Professor Akers and other lecturers.

141. ADMINISTRATION OF LIBRARIES (5).

A study of the functions of public, school, and college libraries; the elements of library organization and administration and the variations necessary to special types of service; the library in the community; the interrelation of work as exemplified by the departments of a large library; finance, personnel, equipment, and buildings; and general book-buying policy. Special projects and discussions. *Five hours a week, spring quarter.* Professor Kelling.

151. HISTORY OF BOOKS AND LIBRARIES (5).

Backgrounds of library service and administration. A survey of the housing and care of books: ancient and medieval libraries; modern library systems, with emphasis on those in England and the United States; important library personalities. The development of written records from prehistoric times to the present day: the forerunners of modern books; the manuscript book; Oriental and European printing; book publishing;

book binding, collectors, etc. An interpretation of the modern library movement: print as a form of communication and record and its bearing on social change since the middle of the fifteenth century; the function of the library in modern education and society. Lectures and discussions illustrated with lantern slides and material from the collection of the Hanes Foundation for the Study of the Origin and Development of the Book. Problems, assigned readings, and papers. *Five hours a week, spring quarter.* Professor White.

153. LIBRARY WORK WITH CHILDREN AND YOUNG PEOPLE (2½).

The aim of this course is to present the organization, administration, and equipment of a children's room. It will also include a study of methods of serving young people of high school age in the adult departments of public libraries. *Three hours a week, spring quarter.* Professor Beust.

Electives

103. CATALOGING AND CLASSIFICATION (2½).

This course includes further work in classifying according to the Library of Congress system, assigning subject headings, serial cataloging, determining the best arrangement for entries in the catalog, and similar subjects. The choice of topics varies somewhat to meet the needs and interests of the group enrolled. *Three hours a week, spring quarter.* Professor Akers.

113. REFERENCE AND BIBLIOGRAPHY (2½ or 5).

This course is designed to meet the needs of students interested in more specialized phases of reference work, particularly for college, large public or special libraries. It deals with government publications, subject bibliography, trade bibliography, or with more technical reference aids according to group or individual preferences. *Three or five hours a week, spring quarter.* Professor Kelling.

143. SCHOOL LIBRARY ADMINISTRATION AND ORGANIZATION (2½).

A study of the function of the library in the school, its share in carrying out the educational objectives of the school program, and its support, control, and other problems of administration. The course will also include methods of the organization of all materials for the school library and of instructing students in their use. *Three hours a week, spring quarter.* Professor Beust.

See also list of Electives in Library Science on page 14.

Electives From Other Departments

ECONOMICS 170. ECONOMIC STATISTICS (5).

This course is designed to give a critical understanding of the more important processes of elementary statistical technique used by economists and business men, and found in current discussions of economic matters. Among the topics included are graphic presentation, averages, index numbers, the cyclical analysis of time series, and simple correlation. The laboratory work is designed to give practice in the use of the processes studied, together with an interpretation of the results found. *Three lecture and four laboratory hours a week, every quarter. Laboratory fee, $1.00.* Professor Cowden.

EDUCATION 160. CURRICULUM CONSTRUCTION (5).

The construction and organization of the curricula of the elementary and secondary schools when based upon human needs. Includes consideration of the teacher's function in curriculum construction, objectives of the school subjects, sources of curriculum material and criteria for evaluating it, selection and organization of the pupil-activities through which

the objectives may be attained. *Five hours a week, winter quarter.* Professor Gwynn.

ENGLISH 163. LITERARY CRITICISM (5).

The principles that have animated classical, romantic, and realistic literature. *Five hours a week, winter quarter.* Professor Bond.

ENGLISH 331. SEMINAR: BIBLIOGRAPHY AND METHODOLOGY (5).

A course designed to aid students in preparing term papers, theses, and dissertations. The bibliographical guides for study of English are presented, the problems of literary research are discussed, and the standard procedures and forms of writing scholarly papers are taught. *Five hours a week, fall quarter.* Professor Paine.

HISTORY 201ab. HISTORIOGRAPHY (5).

Lectures, conferences, readings, and reports. The first quarter will be concerned with methods of research, schools of interpretation, and the interrelation of history with the other social sciences. The second quarter will be a seminar in the history and bibliography of history. Required of all graduate students in history and government. *Three hours a week, fall and winter quarters.* Professor Caldwell.

POLITICAL SCIENCE 101. PUBLIC ADMINISTRATION (5). Prerequisite, Bachelor's degree, or three courses in Government, History, Economics, and Sociology.

General problems of public administration in the modern state. The development of administration; the principles of organization; its relation to the legislative and judicial branches of government; the processes of integration and centralization; the administrative reorganization of the United States; relation to administrative law; etc. Special problems of administration, such as personnel, the budget, administrative rules and regulations, morale, recruitment and examinations, promotion and efficiency methods, and retirement systems, will be considered. *Five hours a week, fall quarter.* Professor Fesler.

SOCIOLOGY 209. REGIONAL PROBLEMS AND PLANNING (5).

A survey of the field of regional social problems and planning with special reference to the Southern regions of the United States. *Five hours a week, winter quarter.* Professor Odum.

SUMMER SESSION

A course in the Summer Session meets five hours a week, and if continued for both terms is equivalent to three and one-third semester hours (five quarter hours); if taken for one term only, such a course is equivalent to one and two-thirds semester hours (two and one-half quarter hours). (For certificate credit in North Carolina, the course for one term carries credit for two semester hours; the course for both terms, four semester hours.)

"a" and "b" designate the first and second half of a course respectively, "a" therefore, is necessarily prerequisite for "b" and is given the first term; "b", the second term.

No courses begin the second term. New students, therefore, should plan to come for the first term or preferably for both terms.

The program for students just entering the School who wish to complete the work for the degree consists of s101ab, Cataloging and Classification; s111ab, Reference and Bibliography; and s121ab, Principles of Book Selection.

s101ab. CATALOGING AND CLASSIFICATION. Credit, 2½ quarter hours each term.

Through both terms. First term: Professor Snow. Hour: 9:00 daily. Second term: Professor Akers. Hour: 8:00 daily. Library 313.

s102ab. CATALOGING AND CLASSIFICATION. Credit, 2½ quarter hours each term.

Through both terms. First term: Professor Snow. Hour: 11:00 daily. Second term: Professor Akers. Hour: 9:00 daily. Laboratory, 3:00-4:30 four times a week. Library 303. Prerequisite s101ab.

s111ab. REFERENCE AND BIBLIOGRAPHY. Credit, 2½ quarter hours each term.

Through both terms. First term: Professor Martin. Hour: 8:00 daily. Second term: Professor Kelling. Hour: 9:00 daily. Library 313.

s112ab. REFERENCE AND BIBLIOGRAPHY. Credit, 2½ quarter hours each term.

Through both terms. First term: Professor Martin. Hour: 10:00 daily. Venable 305. Second term: Professor Kelling. Hour: 10:00 daily. Library 313. Prerequisite s111ab.

s121ab. PRINCIPLES OF BOOK SELECTION. Credit, 2½ quarter hours each term.

Through both terms. Professor Meigs. Hour: 10:00 daily. Library 303.

s122ab. BOOK SELECTION FOR HIGH SCHOOL LIBRARIES. Credit, 2½ quarter hours each term.

Through both terms. Professor Meigs. Hour: first term—8:00 daily, second term—9:00 daily. Library 303.

Same as Education s95.

s123ab. BOOK SELECTION FOR CHILDREN'S LIBRARIES. Credit, 2½ quarter hours each term.

Through both terms. Mrs. Jordan. Hour: first term—8:00 daily, second term—11:00 daily. Library 303.

Same as Education s97.

s124ab. BOOK SELECTION FOR COLLEGE LIBRARIES. Credit, 2½ quarter hours each term.

Through both terms. Professor Meigs. First term: Hour: 12:00 daily. Library 303. Second term: Hour: 11:00 daily. Library 313.

s143a. SCHOOL LIBRARY ORGANIZATION AND ADMINISTRATION. Credit, 2½ quarter hours.

First term. Mrs. Jordan. Hour: 10:00 daily. Library 313.

s152. THE CARE AND USE OF LIBRARY MATERIALS. Credit, 2½ quarter hours.

First term, Mrs. Jordan. Hour: 11:00 daily. Library 313.

This course includes the study of: (1) problems involved in indexing, arranging, and caring for non-book material, *e.g.*, picture and map collections; and (2) problems involved in decisions regarding the aims of the course in the use of books and libraries, the scope, and the best methods of presentation. The work will be given through lectures, class discussion, problems, and reading.

Education s96. SELECTION AND USE OF REFERENCE MATERIALS. Credit, 2½ quarter hours.

First term. Professor Martin. Hour: 12:00 daily. Library 313.

Basic reference books of various types essential in the school library book collection will be examined critically and problems assigned to develop skill in the use of reference tools including pamphlets and the vertical file. Methods of giving reference service in the small school library will be discussed and reference tools evaluated for the purpose of selection; also includes methods of teaching the use of such books to students.

NOTE:

All courses count towards a degree in library science *except* Education s96; *only* Education s96, and Library Science s111, s121, s122, and s123 count for an A.B. degree.